

PARKS, RECREATION AND FACILITIES DIRECTOR

DISTINGUISHING FEATURES

The fundamental reason the Parks, Recreation and Facilities Director exists is to plan, direct, organize and administer the Parks, Recreation and Facilities Division in the Community Services Department. This classification is supervisory. Work is performed under general supervision by the General Manager – Community Services.

ESSENTIAL FUNCTIONS

Coordinates and directs the planning, programming, maintenance, repair, and construction of City parks, trails, public facilities and grounds through various management level personnel.

Plans, develops, implements, and evaluates all Recreation, Grounds Maintenance, Building Facilities, Parks Planning programs, including Aquatics, Special Interest classes, Sports, Community Centers, and Small Parks, Facilities Maintenance, Planning, Parks and Medians Maintenance, Scottsdale Stadium, etc.

Exercises responsibility for the planning and development of the parks, community centers, trails, etc.

Outlines program objectives, reviews and justifies annual budget with which to accomplish goals.

Exercises full personnel authority – staffing, discipline, performance reviews, etc.- in the Recreation, Grounds Maintenance, Building Facilities, Parks Planning programs, which includes managers, professional staff and several hundred part-time staff.

Ability to direct individual accomplishments toward organizational objectives.

Anticipates potential problems that might have detrimental effect on the general public, the City and/or parks programs and takes necessary preventative action.

Observes and monitors services for effectiveness and quality control.

Communicates verbally with community groups and individuals to solve problems relating to the division.

Provides technical advice to General Manager and makes recommendations to top management and City Council.

Acts as Staff Liaison to facilitate Parks and Recreation Commission on a bi-monthly meetings and work study sessions. Determines the schedule, agenda, staff reports.

Prepares and presents written and oral reports and recommendations to the Parks and Recreation Commission, General Manager, and City Council.

Communicates with community groups, outside agencies, City departments, and committees on park developments and recreational issues and programs.

Meets and coordinates activities with other departments or agencies which affect the Community Maintenance and Recreation programs.

Meets with General Manager, Program Directors and appropriate City staff to plan future Capital

Improvement Projects.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Grounds maintenance, construction planning, operations and development of sports, aquatics, parks, social, and youth activities, employee relations, and organizational management.

Public administration practices and procedures and related public relations.

Must have good working knowledge of the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances.

Ability to:

Contribute effectively to meeting the City's performance goals and plans

Personify leadership and promote shared responsibility, teamwork, and continuous improvement.

Plan, direct and supervise the activities of a large number of professional, labor, and part-time personnel

Collect and analyze data in order to make verbal and written recommendations and reports.

Make presentations to large groups.

Listen and communicate effectively (verbally and in writing) and establish and maintain effective working relationships with employees, City Officials and the general public.

Identify potential problems and take the necessary corrective action and/or recommend alternative solutions to the General Manager.

Operate a personal computer and related Microsoft software.

Have the willingness to empower employees.

Maintain regular consistent attendance and punctuality.

Education & Experience

Bachelor's degree in Public Administration, Park Management, Leisure Services or related field, with a minimum five years progressive supervisory and administrative experience in municipal recreation, parks management and supervision.

FLSA Status: Exempt

HR Ordinance Status: Unclassified